

**REQUEST FORM FOR SR SPEAKER**

**Requesting Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Brief Background on Your Organization/Company/Class:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Topic(s) of Interest:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Requested Presentation Date:** \_\_\_\_\_

**Requested Presentation Time/Length:** \_\_\_\_\_

**Audience (Estimated Size):** \_\_\_\_\_

**Room Layout:** \_\_\_\_\_

**Audiovisual equipment available:** \_\_\_\_\_

*Mail completed form to:*

Office of External Affairs  
Speakers Bureau Coordinator  
DOE-SR  
P.O. Box A  
Aiken, SC 29802

or fax: (803) 725-4657.